

B G

25 AUG 1988

MEMORANDUM FOR: Director of Communications

FROM: John M. Ray  
Director of Logistics

SUBJECT: Recent Building Services Branch Support

*JMR*  
1. Recently, Building Services Branch moved the Office of Communications [ ] Program Office (OC [ ]) It is hoped that the services provided were performed at an acceptable level. Any comments from your unit are welcome regarding any improvements to our system to better serve other Agency customers. Please forward any comments to the Deputy for Services, Facility Management Division/OL, located in Room GG-15 Headquarters or feel free to call the Deputy for Services on secure line [ ]

2. I want to thank OC [ ] for its cooperation in accomplishing this move in a highly organized, efficient manner. Additionally, the generosity in providing drinks and meals to my personnel was an overwhelming gesture they will long remember.

3. It was a pleasure serving your component, and we look forward to working with you again in the future. [ ]

John M. Ray

C O N F I D E N T I A L

OL 10268-88

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25X1 OL/FMD/BSB:  (15 Aug 88)

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